

# FIELD REPRESENTATIVE, CORRECTIONS STANDARDS AUTHORITY

Department of Corrections and Rehabilitation



CALIFORNIA  
STATE  
GOVERNMENT

OPEN/SPOT EXAMINATION FOR SACRAMENTO ONLY

WX40/9613/5PB45

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

OPEN SPOT FOR	Sacramento
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below. This is an open examination. Applications will not be accepted on a promotional basis.
APPLICATION DEADLINE	Applications (Form 678) must be <b>POSTMARKED</b> no later than September 15, 2005, the final filing date. Applications personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.
HOW TO APPLY	Applications (Form 678) are available and may be filed in person or by mail with: State Personnel Board, 801 Capitol Mall, MS 37, Sacramento, CA 95814.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application For Examination." You will be contacted to make specific arrangements.
SALARY RANGE	\$7,279 - \$8,847
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	All applicants must meet the education and/or experience requirements for this examination by September 15, 2005, the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information may be rejected.
REQUIRED IDENTIFICATION	<b>NOTE:</b> All applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
EXAMINATION DATES: Qualifications Appraisal Interview	It is anticipated that interviews will be held in October/November 2005. Applicants will be notified approximately seven days prior to their interview as to the exact date, time and location of the interview.
MINIMUM QUALIFICATIONS	<b>Education:</b> Equivalent to graduation from college. (Additional qualifying experience may be substituted for the education on a year-for-year basis.) <b>and</b>  Possession of a valid driver's license. Applicants who do not possess this license will be admitted to the examination but must secure the license prior to the appointment. <b>and</b>  <b>Either I</b> One year of experience in the California state service performing custodial or correctional casework duties of a class comparable in level of responsibility to a Correctional Counselor III; Parole Agent III, Adult Parole; Parole Agent III, Youth Authority; or Community Services Consultant. <b>OR II</b> Three years of progressively responsible corrections or law enforcement supervisory, management, consultative or equivalent staff experience above the first-line supervisory level in a local corrections or probation agency or a State or Federal corrections system. This experience must include at least two years in program development, program planning or research, program monitoring, manpower utilization, jail inspections, training, or equivalent consultative experience.

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**FINAL FILING DATE: 9/15/05**

**POSITION  
DESCRIPTION**

Under general direction, plans, organizes, directs, and conducts inspections, investigations, and complex surveys of State and local detention facilities for compliance with minimum standards; administers jail construction and grant programs; reviews architectural drawings and specifications; participates in State and local detention planning processes; plans and directs organizational and management reviews; consults, counsels, advises, and assists State and local corrections' decision makers and educational officials in the planning, development, and administration of selection and training programs that conform to statewide standards; and does other related work.

**EXAMINATION  
INFORMATION**

This examination will consist of a supplemental appraisal questionnaire (Weighted Pass/Fail) and a structured interview process (Weighted 100%). Only those candidates who are successful in the supplemental appraisal questionnaire phase of this examination will be invited to the structured interview process. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS  
APPRAISAL INTERVIEW****QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100%.**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**SCOPE:****A. Knowledge of:**

1. Purposes, activities, and policies of the Corrections Standards Authority.
2. Modern principles and practices in penal administration and criminology.
3. Psychology and attitudes, problems, behavior and methods of rehabilitation of inmates, wards or probationers.
4. Supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates.
5. Principles and methods used in the custody, control and adjustment of antisocial persons.
6. Training principles and methods as applied to corrections' personnel.
7. Principles of personnel, program and project management, budgeting, selection, and supervision as applied to corrections.
8. Interviewing techniques.
9. Laws and regulations governing State and/or local correctional institutions.

**B. Ability to:**

1. Function effectively as a consultant, facilitator, and mediator.
2. Formulate programs for the safe custody, discipline, and welfare of inmates.
3. Interpret and apply provisions of laws and rules governing program operations.
4. Coordinate the custodial functions with the care and treatment program.
5. Establish and maintain cooperative working relations with officials, staff members, public agencies, and professional groups.
6. Communicate effectively.
7. Analyze situations and take effective action.
8. Analyze and react positively to sensitive issues.
9. Plan, organize, and direct the work of others.
10. Prepare clear and concise reports.

**ELIGIBLE LIST  
INFORMATION**

A departmental open eligible list will be established for the Corrections Standards Authority, Department of Corrections and Rehabilitation. The resulting eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS'  
PREFERENCE  
CREDITS**

**Veterans' Preference Credits** will not be granted as this exam does not qualify as an entrance examination under the law.

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**QUESTIONS???**

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination Services Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 653-1502, TDD (916) 654-6336.

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**GENERAL INFORMATION**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**For an examination without a written feature**, it is the candidate's responsibility to contact the State Personnel Board three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order:

1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans' preference credits.) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress s/he has made in his/her efforts toward self-development.

**Veterans' Preference:** California law limits the granting of veterans' preference points to open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open, nonpromotional examinations are granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference are on the Veterans Preference Application form which is available from the State Personnel Board, written test proctors, and the Department of Veterans' Affairs, P.O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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# CALIFORNIA STATE PERSONNEL BOARD

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P.O. Box 944201 - 801 Capitol Mall  
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